

# EXHIBIT A

## UPDATED NOTICE REGARDING LIMITATION OF COURT OPERATIONS

As a consequence of the present unprecedented public health emergency, beginning March 17, 2020, the operations of the Court and its ancillary agencies will be limited. **Please do not visit the Court's facilities.** While litigants are encouraged to continue to make electronic filings, the Clerk's Office will not be staffed as usual until further notice. If you have a pending appeal or motion which has not been digitally filed, please use the portal <https://nycourts.sharepoint.com/sites/AD2-DC/SitePages/Home.aspx> on the court's website to make digital submissions. This will be helpful in processing pending matters during this time of virtual operations.

If you have an emergency application, please e-mail that application to the Court at [ad2clerk@nycourts.gov](mailto:ad2clerk@nycourts.gov). Your adversaries must be copied on that e-mail. You will be notified so that a date and time to conference your application can be arranged.

The Court has continued to calendar cases, and our calendars are [posted on this website](#). Until further notice, if you have an appeal on one of the Court's calendars, that appeal will be taken on submission unless you contact the Court, at [ad2-calendars@nycourts.gov](mailto:ad2-calendars@nycourts.gov), to request to be heard via Skype. In that regard, please consult the [Court's Skype Argument Protocol](#).

If you have an appeal or motion pending before the Court which you consider to be urgent, please contact the Court at [ad2clerk@nycourts.gov](mailto:ad2clerk@nycourts.gov). Please be sure to be specific about the nature of your pending matter and why you consider the matter to be of an urgent nature. Likewise, if you are awaiting a decision from the Court on an appeal or motion and you consider the matter to be urgent, please contact the Court at [ad2clerk@nycourts.gov](mailto:ad2clerk@nycourts.gov) and provide specific information as to the nature of the urgency.

Applications for certificates of good standing must be made via mail and in keeping with the instructions [http://www.nycourts.gov/courts/ad2/attorney matters\\_CertificatesofGoodStanding.shtml](http://www.nycourts.gov/courts/ad2/attorney matters_CertificatesofGoodStanding.shtml) on this website for applications by mail. We will endeavor to process all requests received to the best of our ability, and ask for your patience during this difficult time.

**Please be reminded that all parties to an appeal or application must be copied on all communications with the Court.**

If you have an emergency relating to one of the Court's Grievance Committees, please contact the appropriate agency at the address listed below.

Grievance Committee, Second, Eleventh & Thirteenth Judicial Districts: [ad2-grv2@nycourts.gov](mailto:ad2-grv2@nycourts.gov)

Grievance Committee, Ninth Judicial Districts: [ad2-grv9@nycourts.gov](mailto:ad2-grv9@nycourts.gov)

Grievance Committee, Tenth Judicial District: [ad2-grv10@nycourts.gov](mailto:ad2-grv10@nycourts.gov)

The safety of our litigants, as well as our staff members, is paramount. We appreciate your cooperation during this very difficult time.